

Steubenville City Schools Local Professional Development Committee

Members - Michael McVey - Chairman, Marsha Coffman, Pat Malone,
Nancy Shuster, Marianne Sullivan

Meeting Dates

Tuesday, August 21, 2007
Tuesday, September 18, 2007
Tuesday, October 16, 2007
Tuesday, November 27, 2007
Tuesday, December 18, 2007
Tuesday, January 15, 2008
Tuesday, February 19, 2008
Tuesday, March 18, 2008
Tuesday, April 15, 2008
Tuesday, May 20, 2008
June, July and August will be announced.

New License or Certificate Renewals

When you receive your license or certificate, a **mandatory** Individual Professional Development Plan (IPDP) is to be developed and submitted to your Local Professional Committee (LPDC). This plan should be submitted to the committee by the **October** meeting.

Updated Coursework

Any coursework completed after you have submitted your IPDP should be listed on the "Update" IPDP Form. Please send it to the board office. It is advisable to update your work at least once a year.

Workshops

If you participate in any workshop that is provided by the Steubenville City Schools, you do not need pre approval or approval of the workshop. You need to fill out Form C and send it to the LPDC Committee for approval. When you fill out form C, make sure you send a copy of the certificate you received at the end of the workshop with all of your other information. Keep all CEU's paper until the time of renewal.

HQT

Make sure you have documentation with all coursework taken. Advise your principal of all coursework taken.

Professional Development

Steubenville City Schools has purchased Professional Development on Demand (PD 360) for your individual professional development needs. Your principals will be giving you more details when all is ready to start.

Renewal Procedure

When you renew, please make sure you send in

***State Forms from
Jayme Browning @ Board Office**

***Form A - LPDC Verification Form**

***Orange IPDP**

***Green IPDP Update (if applicable)**

***OFFICIAL TRANSCRIPTS**

***LPDC approved CEU
Forms B or C
Certificates from SCS approved
Workshops**

***Copy of your teaching certificate or
license to be renewed**

Fingerprinting

***Check made out to ODE**

Effective March 29, 2007 a BCI fingerprint check will be required for renewal of any license or permit - this includes transitions from certifications to licensure which are essentially renewals.

Questions?????

If you have any questions, contact any member of your LPDC for assistance.

If you would like to meet with the entire committee, please contact the board office and a date and time will be scheduled.